

Library Gallery Exhibits Policy

Effective:

Review Date: January 2026

Status: Revised

1.0 Purpose and Need

Virginia Beach Public Library (VBPL) provides opportunities for customers to experience and share visual arts, allowing artists and community members to showcase creative work while enhancing the library environment.

2.0 Exhibit Selection and Scheduling

A. Branch Library Galleries-

1. Central, Bayside, Great Neck, Joint-Use Library, Oceanfront

- i. Library branches may publicize annual requests for entries of art to be displayed at the library branch. This is typically in September.
- ii. Individual artists and art organizations may submit 6–8 digital images for consideration to be displayed at the library branch.
- iii. Submissions shall be reviewed by a panel including members of the VBPL Branch Gallery Coordinators and Art Team. All decisions of the panel are final.
- iv. Selected artists shall receive written confirmation of their selection to exhibit via email or mail.
- v. The branch representative and the artist will coordinate all exhibit logistics directly, including location, delivery, installation, gallery details, and scheduling.
 1. Questions that arise during coordination or the exhibit period will be directed to the hosting library's branch manager.
- vi. Exhibits typically display selected artwork for one month unless otherwise noted in the request for entries.

2. Kempsville, Princess Anne, Pungo-Blackwater, Wahab Law Library, and Windsor Woods

- i. Artists and organizations may contact the Branch Manager to request artwork exhibit opportunities.
- ii. Branch Manager shall select exhibits based on space availability, quality of work, and suitability for the location. All branch manager decisions are final.

- iii. Selected artists will receive written communication either through the mail or email confirming selection and details of the permitted exhibit including delivery and exhibition dates.
- iv. Artwork on exhibit is typically displayed for one month unless otherwise noted in the selection confirmation.

3.0 Exhibit Requirements

A. Loan Agreement

All artists must sign a Gallery Exhibit Loan Agreement.

B. Exhibit Terms

- 1. Artwork approved for exhibition must remain on display for the entire scheduled exhibit period. Individual artwork may not be removed, substituted, or replaced prior to the conclusion of the exhibit without written approval from the VBPL.
- 2. VBPL reserves the right to decline to display artwork even after acceptance.

4.0 Installation and Display

A. Central Library and TCC/City of Virginia Beach Joint-Use Library

- 1. Installation and removal are performed by the Gallery Coordinator and Library staff.
- 2. Placement decisions are final.

B. Branch Libraries

- 1. Artists are responsible for installing and removing their artwork unless otherwise agreed to in writing.
- 2. VBPL assumes no responsibility for damage caused by improper mounting, hardware failure, or installation performed by the artist.
- 3. VBPL staff may provide exhibit signage where appropriate.

5.0 Removal of Artwork

A. Artists must remove artwork in accordance with the terms of the Gallery Exhibition Loan Agreement.

- 1. If artwork is not removed as scheduled:
 - i. VBPL may remove and temporarily store the artwork to allow subsequent exhibits to proceed.
 - ii. Written notice will be sent to the artist, and VBPL will hold the artwork for up to thirty (30) days.

- iii. Artwork not retrieved within thirty (30) days following the exhibit's conclusion may be disposed of in accordance with applicable law.
- iv. VBPL assumes no liability for damage incurred during removal or storage.

6.0 Care, Insurance, and Liability

- A. VBPL shall not insure artwork on display in library facilities.
- B. VBPL exercises reasonable precautions typical of a public library environment but does not provide museum-level security, environmental controls, or conservation services.
- C. Artists are responsible for obtaining their own insurance coverage, if so desired.
- D. VBPL assumes no liability for loss of or damage to artwork while it is on display or in storage.

7.0 Ownership

Artists represent that they are the legal owner of the artwork or have authorization to exhibit that artwork at VBPL.

8.0 Sales of Artwork

- A. Artwork displayed in library galleries may be offered by the Artist for sale.
- B. VBPL does not facilitate the sale of exhibited artwork. All sales transactions—including pricing, payment, delivery, and taxes—must be conducted directly between the artist and the purchaser and may not take place on VBPL property.
- C. Sold artwork must remain on display for the duration of the exhibit unless the library approves early removal.

9.0 Opening Reception

Available only at the Central Library Gallery. Opening receptions must be arranged in advance with the appropriate Central Librarian or Branch Manager and must comply with the Library Meeting Room Policy.

Approved by:



Kimberly B. Knight, Director of Libraries